

CITY OF BROOKHAVEN REQUEST FOR PROPOSAL RFP# 15-185 CITY HALL / POLICE STATION FEASIBILITY STUDY

Introduction

The City of Brookhaven was incorporated December 17, 2012 and is the newest city in DeKalb County Georgia. The City's population is approximately 50,000 with a geographic area of approximately 11.5 square miles. In 2014, The Atlanta Business Chronical recognized the City of Brookhaven as the fastest growing residential zip code in the metro-Atlanta area. The demand for services from day to day operation, infrastructure maintenance and long term capacity, and the ability to react, track, and respond internally and externally are top priorities for the City of Brookhaven. Excellent performance and responsiveness are key service deliverables; therefore, a feasibility study is essential.

The City of Brookhaven is accepting Requests for Proposals (RFP) for a Feasibility Study and general site evaluation for a Police Station/City Hall facilities. Currently, the Police Station and City Hall are both located at separate ends of the City. The City is currently leasing business space for both City Hall and the Police Department within the City of Brookhaven. Our City Hall location is at 4362 Peachtree Road and our Police Station is housed at 2665 Buford Highway. Our Municipal Court shares space inside the Police Station.

General Instructions

REQUEST FOR PROPOSAL MUST BE RECEIVED BY July 23, 2015 (Thursday) 12:00 p.m. Eastern Standard Time

It is the sole responsibility of the responder to have the packet at the designated location prior to the deadline date and time. Each response must be sealed in an envelope which has been clearly Marked:

"CITY HALL / POLICE STATION FEASIBILITY STUDY

All late packets will be returned to responder unopened. All questions concerning the RFP should be directed to the Purchasing Manager via e-mail at purchasing@brookhavenga.gov. All responders shall submit one (1) signed original RFP, five (5) copies of the original, and a PDF Copy on a thumb drive to the City of Brookhaven, ATTN: Purchasing Manager, 4362 Peachtree Road, Brookhaven Georgia 30319. The City reserves the right to modify or cancel in part, or in its entirety, this RFP.



Proposals submitted by responder do so entirely at their expense. There is no expressed or implied obligation by the City of Brookhaven to reimburse any individual or firm for any costs incurred in preparing or submitting a proposal, or for providing additional information when requested by the City of Brookhaven.

From the issue date of this RFP until a contractor is selected and the selection is announced, Offerors are not allowed to communicate for any reason with any City Staff, Mayor, Council or any Boards except through the Contracting Officer named herein or as provided by existing work agreement(s). For violation of this provision, the City shall reserve the right to reject the proposal of the offending Offeror. All questions concerning this RFP must be submitted in writing to purchasing@brookhavenga.gov no later than Friday, July 17, 2015 at 5:00 p.m. No questions other than written will be accepted and all questions and responses will be posted to the Purchasing webpage shortly after the questions deadline. No response other than an official addendum shall be binding upon the City.

SCOPE

The City of Brookhaven, Georgia is seeking a consultant to prepare a feasibility study and general site layout for City Hall and Police Station.

Task #1 – Space Needs Assessment/Program Development

Description:

The spatial needs assessment is an essential part of a comprehensive planning approach to achieve a new /facility. The professional firm shall provide a detailed analysis that will define the functional needs of both the Police Department and City Hall.

The space needs should provide the following elements: conduct an independent analysis of the current and future space needs of the Police Department and City Hall, including those that may be shared such as bathrooms, locker rooms, parking, and community space.

Deliverables:

A written report summarizing the space needs of Police and City Hall including common space needs that could be shared. *Note: the Police Location also accommodates Municipal Court.



Task #2 – Program Development

Description:

Prepare a comprehensive and complete program addressing the Police Department including, but not limited to public access, communications, administrative offices, interview area, booking, evidence lockers, training facilities, holding cells, and equipment lockers/storage areas.

Prepare a comprehensive and complete program addressing City Hall including, but not limited to public access, administrative offices, meeting space, Council Chambers/Community Room, storage areas, IT closet, and copier room.

Deliverables:

Program list with function and square footage and diagram.

Task #3 – Site Evaluation-New Build

Description:

The consultant should gather all pertinent site characteristics, data and information on the site(s) including but not limited to road improvements, access, utilities, storm water, parking, and landscaping. Provide evaluation criteria for the objective consideration of the site using many factors, provide a weighted "criteria value" for each of the factors, based upon their respective overall value or degree of importance and conduct a detailed evaluation of the site(s).

Deliverables:

Report confirming the adequacy of the site considered and a Site Analysis Matrix based on the development potential of the site(s).

Task #4 – Pre-Schematic Design Plan

Description:

Develop preliminary design drawings focusing on site plan and building plans fitted to the selected site. Process should be interactive facilitating maximum involvement by City staff. A minimum of two schematic design sessions reflecting the incorporation of changes recommended by City staff should be anticipated.



RFP 15-185 Deliverables:

Prepare final schematic design plan for a Police Station and City Hall facility. Also, develop communication tools including plans, models, color renderings and sketches to use for a presentation at a City Council meeting at a date yet to be determined. The applicant's proposal should describe in detail the quality of the plans and any other promotional materials that will be provided within the maximum overall project budget.

Task #5 – Total Project Cost Estimate and Schedule

Description:

Provide a Total Project Cost Estimate that includes all soft costs related to the design and construction of the building (i.e. construction cost estimate, furniture/ equipment, project management, fees, contingencies, etc.). Provide a complete estimated project schedule for future design development and construction phases.

Deliverables:

A report summarizing the costs of all project elements and estimated time frames for implementing all phases of design and construction.

Task #6 – Implementation Plan for Development of Facility

Complete the above tasks and provide two (2) copies of a bound written report and electronic copy in both pdf and word format based on the described scope of services. The report and preliminary plans shall also be provided in an electronic format. The City of Brookhaven shall own all rights to any reports, plans, or promotional materials produced under this Scope of Services. The Consultant should anticipate attending, in addition to the City Council Meeting, a maximum of five (5) meetings with the City.

Project Schedule and Meeting

It is the goal of the City to complete the work in this Scope of Services section within approximately six months (180 days) following a Notice to Proceed.

Project Budget

The budget dollar amount is dependent on the extent of tasks identified in the final scope of services of the executed contract. Consultant should propose a budget to complete these tasks.



Submittal Content Requirements

Consultants are encouraged to submit concise and clear responses to the RFP. Proposal lengths exceeding maximum page limits will result in an automatic 10 point deduction. All pages shall be 8.5 x 11 inch format. Provide one (1) signed original RFP, five (5) copies of the original, and a pdf copy. The following information will be required in each proposal:

- 1. Letter of Interest (1 page maximum): Indicate interest and availability to address scope and current levels of general and professional liability insurance carried by the Consultant.
- 2. Project Approach (2 pages maximum): A brief description of the Consultant's philosophy, approach to the project, and value to the City.
- 3. Scope of Work (8 pages maximum): Describe approach to accomplish the scope stated in the RFP and identify the methodology proposed. The Consultant is encouraged to include suggestions or supplemental tasks which may enhance the project or streamline the scope of work and improve cost effectiveness.
- 4. Schedule (2 pages maximum): Include a timeline showing the estimated length of time required for completion of the phases as described in the scope of work. Text may be provided to describe the schedule.
- 5. Cost Summary (1 page maximum): Provide a preliminary cost summary of the work to be completed.
- 6. Project Team (2 pages maximum): Identify the proposed team, including sub-consultants, general qualifications and experience. Identify the project manager and principal contact who will be permanently assigned to the project (it is strongly preferred that they are one and the same person).
- 7. Relevant Experience (10 pages maximum): Describe Consultant experience in preparing scope. Include at least all projects the Consultant has completed that are similar to the project described in the request within the last ten (10) years. For each project, provide the following information:
 - Name and location of each project
 - Year completed
 - Name and contact information of each client and their project manager.
 - Elements of the project that are common to the scope elements described in this request.
 - Project Budget

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8. Project Team Resumes (provide appendix in proposal, one page resume per team member, no page limit): Include a paragraph for each key team member, years of experience, education, certifications, company affiliation, workplace location, and a brief list of individual project experience.

Evaluation Criteria

The Consultant intending to perform the work must be an Architectural firm licensed to practice in the state of Georgia.

The Consultant must provide a list of all communities where the Consultant has completed projects undertaken in Georgia within the past ten (10) years similar in scope. All reference projects must be identified with a contact person and telephone number and a project budget.

The Consultant will be required to carry comprehensive general liability insurance in the amount of \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.

The Consultant must submit evidence of its capabilities, financial condition, staffing levels, firm background, etc. as requested above.

Minimum Qualifying Criteria

The consultant will have a minimum of ten (10) years of experience providing design services for building construction with a minimum of three projects of size and scope for a municipality. Consultant must be licensed in the appropriate discipline(s) to do business in the state of Georgia and all personnel assigned to this project must have the appropriate licenses, certifications and/or designations required to perform their task.

Comparative Evaluation Criteria

The following criteria will be used to evaluate proposals. The maximum number of points is 50. Each criterion will be given a rating as following:

8-10 points Highly Advantageous5-7 points Advantageous1-4 points Not Advantageous0 points Unacceptable



I. Related Experience on projects over the last 5 years

Extensive related experience (more than 4 projects)

Some related experience (1-3 projects)

Little experience (no projects)

Highly Advantageous

Advantageous

Not Advantageous

II. Thoroughness and clarity of the proposal

Proposal is thorough, clear and concise
Parts of proposal are thorough, clear and concise
Some difficulty understanding proposal
Unable to understand proposal

Highly Advantageous
Advantageous
Not Advantageous
Unacceptable

III. Related Experience of Proposing Firm's Project Manager

Extensive related experience (more than 10 projects)

Some related experience (5-10 projects)

Little experience (1-4 projects)

No related experience

Unacceptable

IV. Experienced Staff in Related Projects and Firm Capacity to Provide Services within the timeframe set in this RFP.

Extensive staff experience and capacity

Some staff experience and capacity / Advantageous
or commitment to expand

Little or no staff experience and capacity / Disadvantageous
or commitment to expand

Little or no present staff experience and
Capacity

Unacceptable

VI. Interviews

Presentation is thorough, clear and concise

Parts of presentation is thorough, clear and concise

Difficult to understand presentation

Highly Advantageous

Advantageous

Not Advantageous

The City's selection committee will review all proposals based upon these criteria and will select finalists to be invited to make individual presentations August 5th (Wednesday) and/or 6th (Thursday), 2015.



Questions, Addendum or Proposal Modification

All questions concerning the RFP should be directed to the Purchasing Manager at purchasing@brookhavenga.gov all inquiries received four (4) or more days prior to the opening will be considered.

If any changes are made to this RFP, an addendum will be issued on-line. Also, addenda will be mailed or e-mailed to all known proposers on record as having picked up or requested acknowledgement of submitting a RFP for the CITY HALL / POLICE STATION FEASIBILITY STUDY

All proposals submitted in response to this RFP shall remain firm for ninety (90) days following the opening. The contract will be awarded within forty-five (45) days after the opening. The time for award may be extended for up to forty-five (45) additional days by mutual agreement between the City and the highest ranked responsive and responsible applicant.

An applicant may correct, modify, or withdraw a proposal by written notice received by the City prior to the time and date set for the opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No.______". Each modification must be numbered in sequence, and must reference the original RFP. After the opening, an applicant may not change any provision of the proposal in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the applicant will be allowed to correct them.

The City reserves the right to select any consultant who is determined to be qualified and may not correlate to a number 1, number 2 or number 3 ranked consultant. The City reserves the right to reject any or all proposals submitted and/or request additional information for clarification. The City is not required to award a contract as a result of this request for proposal.

City of Brookhaven

PROPOSAL LETTER

City of Brookhaven

4362 Peachtree Road, Brookhaven, GA 30319 Phone: 404-637-0500 • Fax: 404-637-0501 www.brookhavenga.gov



We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Proposals (RFP) for which prices have been set. The price or prices offered shall apply for the period of time stated in the RFP.

We further agree to strictly abide by all the terms and conditions contained in the City of Brookhaven Purchasing Policy as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the Purchasing Office, City of Brookhaven, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Brookhaven.

It is understood and agreed that we have read the City's specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such City specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City of Brookhaven reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the City.

It is understood and agreed that this proposal shall be valid and held open for a period of ninety (90) days from proposal opening date.

PROPOSAL SIGNATURE AND CERTIFICATION (Bidder to sign and return with proposal)

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.

Authorized Signature	Date
Print/Type Name	
Print/Type Company Name Here	

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PROPOSALS DUE: July 23, 2015 12:00 p.m. Late proposals will be rejected and returned unopened.

Information concerning this solicitation may be found at:

www.brookhavenga.gov

Deadline for Questions: July 17, 2015 at 5:00pm

(There is not a conference scheduled for this procurement)

Questions must be directed to City of Brookhaven via e-mail: purchasing@brookhavenga.gov

Instructions to Proposers

All spaces below are to be completed and the Proposal Letter on page two must be signed where indicated. Failure to sign and return Proposal Letter may cause rejection of the proposal.

Proposal of:

Company Name		
Contact Name:		
Address:		
Telephone:	Facsimile:	
Email:		

Submit Proposals to: City of Brookhaven Purchasing Office 4362 Peachtree Road Brookhaven, GA 30319